

D.R.

22 March 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Coursesa. Training Assistance Workshop

A workshop for those individuals serving as assistants to the Agency's Training Officers is scheduled for Wednesday, 4 April, at the Chamber of Commerce Building. The sessions will detail procedures associated with OTR's admissions, information, and training records systems both for internal and external training.

b. China Familiarization Course

A special course for the Domestic Contact Service is scheduled from Monday through Thursday, 9-12 April, at the

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About 35 officers are expected to attend. The first two days of the program will be presented by OTR/SIWA and will be a synthesis of the material used in the regular one-week China Familiarization Course. On Thursday two guest lecturers will conduct the sessions: Nancy Bateman from State/INR on internal developments in China and Richard Solomon of the NSC Staff on China's foreign relations.

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c. Information Reporting, Reports, and Requirements

Out of a total of 12 students in the current course, there are five operations officers from AF Division, one of whom is a COS-designee. This unusually high number of operations officers for the course reflects AF Division's reported objective to improve the preparation of their officers in carrying out intelligence reporting functions in the field.

2. General

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a. For the information of [] CIA/EEO, the Office of Computer Services has completed two reports on Equal Employment Opportunity Training in the Agency. One report is over-all Agency showing grade, sex, and courses; the second shows the information by component. The reports will be made available [] on a quarterly and cumulative basis.

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b. Courtesy of Mr. John Bean, Director of the Training Assistance Division, Civil Service Commission, we now have a copy of a new CSC booklet, The Federal Government as an Employer of the Unskilled and Uneducated. We have asked for extra copies of this excellent brochure and plan to send it to Senior Training Officers, the Office of Personnel, and those components with Upward Mobility programs.

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c. The Agency's Records Management Officer, [] will publish a newsletter on developments in Records Management for the information of the Agency's Records Officers and other interested administrative personnel. The first issue is tentatively planned for sometime

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in April, with monthly or bimonthly editions thereafter. In response to a request by [] has prepared an article for the newsletter which describes the current Records Management Training Program and student feedback reports. The article notes that of the 72 students who attended the three Records Disposal Seminars during the fall of 1972, 44 have reported on the results of their application of the training received (in terms of total cubic feet of records removed).

3. Notes

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We already have eight nominees for the next Foreign Affairs Executive Seminar scheduled for 7-25 May. The list includes four each from the Support and Intelligence Directorates. The DO/TRO also expects to have at least one nominee....Messrs. [] of the Operations School returned on 14 March from a lengthy TDY [] We have received a highly laudatory cable citing both their conduct of the training program and their assistance during the crisis sparked by the recent Black September atrocities....General Walters will give the graduation address for the current Military Attache Class on 6 April at the Defense Intelligence School.

4. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 25 March.

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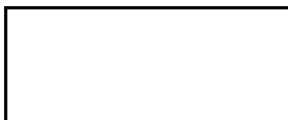
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HUGH T. CUNNINGHAM
Director of Training

Att

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Thursday, 29 March, Contd.

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CIA Today and
Tomorrow

Hq., Rm. 1A-07
1315 - 1415

Arthur C. Lundahl
D/NPIC

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Hq., Rm. 1A-07
1430 - 1530

Lieutenant General
Vernon A. Walters
DDCI
(Tentative)

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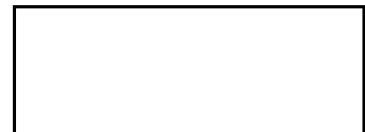
Hq., Rm. 1A-07
1540 - 1610

Friday, 30 March

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Andrew W. Marshall
Director, Net Assessment
Group, National Security
Council

Application of Info
Science to Intel.
Functions



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